

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Anatomy Board of Maryland

AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>MINUTES</u> File contains minutes of board meetings covering the official acts of the board with respect to policy, administrative operations, and procedures. Bound volumes are arranged chronologically.	Retain permanently.
2.	<u>APPLICATION FOR DONORS</u> Application contains the donor's name, date, statement of intent to donate body for medical school research, signature, witnesses, address, social security number, signature of Anatomy Board Chairman and related correspondence.	Retain until deceased; transfer to a State Records Center for ten (10) years, then destroy.
3.	<u>DECEASED DONOR'S FILE</u> File series contains name, place of death, date, cause, Social Security number, certificate of death, newspaper clipping, application for donorship, wills and letters of intent. Files arranged alphabetically by name.	Retain ten (10) years in office; transfer to a State Records Center for permanent retention. Records available to Archivist and members of the Anatomy Board of Maryland only.
4.	<u>DONATIONS CANCELLED OR WITHDRAWN</u> Files contain handwritten cancellation on application and date, returned card announcing intent to donate body, and correspondence. Files are arranged alphabetically by name.	Retain for three (3) years after cancellation, then destroy.

Schedule approved by Department, Agency or Division Representative

Lloyd Gath
SignatureChairman
Title27 Apr 77
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

6/27/77
DateEdward E. Popen
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 682
PAGE
NO. 2 of 2

Item	Description	Retention
5.	<p><u>DONATION INQUIRIES</u></p> <p>File series contains letters requesting information or redonation of bodies, and other correspondence from citizens donating bodies.</p>	<p>Retain for three (3) years, then destroy.</p>
6.	<p><u>DIRECTORIES OF NURSING HOMES</u></p> <p>Manuals of nursing homes contain name, personnel, physician, address, and phone.</p>	<p>Retain for three (3) years or until superseded.</p>
7.	<p><u>BODIES HANDLED FILES</u></p> <p>File series contains autopsy reports; AB5-73 Unclaimed Bodies Disposition Form; AB4-73 Anatomical Specimens Form; reports and records of next of kin, comments, release letters, and certificate of death (photostat). Files are arranged chronologically by month.</p>	<p>Retain ten (10) years in office; transfer to a State Records Center for twenty (20) years, then destroy.</p>
8.	<p><u>GENERAL CORRESPONDENCE FILES</u></p> <p>Correspondence with State officials, institutions and individuals relating to the business of the board. File includes monthly statistical reports, laws, and policy statements. File series is arranged alphabetically by subject.</p>	<p>Retain three (3) years, then destroy. Retain monthly statistical reports and policy statements permanently.</p>
9.	<p><u>LEGISLATION FILES</u></p> <p>File series contains Maryland Senate and House Bills pertaining to the Anatomy Board law, board legislative proposals, articles and legislative reference files.</p>	<p>Nonrecord material. Destroy when no longer needed.</p>